



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Administration

DIVISION OF PERSONNEL AND LABOR RELATIONS

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RE: LETTER OF RESIGNATION

This is to notify you of my intent to terminate my employment with the Department of Transportation and Public Facilities, Alaska Marine Highway System. My last day of work will be _____, __/__/____.

In addition, I acknowledge that if I resign during a period of personal leave without returning to work, the following will occur:

per 2 AAC 08.110 (b)

1. My last physical day worked will be considered my effective separation date.
2. Any leave accrued, uniform allowances earned, or holiday hours paid while on personal leave will be returned or collected as overpayments with my final pay. This may also have an impact on my health insurance eligibility.
3. Personal leave paid out after my last day worked will be collected as an overpayment and paid out as a terminal leave cash payment and will not be counted towards my PERS eligible service time.

Signature _____
Printed Name _____
Date __/__/____

Section Supervisor _____
Date __/__/____